

SECRET

AUG 30 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Distribution of Administrative Plans

1. A review of the present Administrative Plan distribution pattern reveals the need for a drastic reduction in the number of offices which receive copies of Administrative Plans.

2. In the future, only those offices having a functional responsibility to the project involved will receive a copy of the Administrative Plan. The future distribution pattern for all Administrative Plans will be as follows:

Original (Copy #1) -	To Finance Division thru Budget Division
2 Copies (Copies #2 & #3) -	DD/P Senior Staff concerned (one copy to be sent to Vital Documents)
3 Copies (Copies #4, #5, & #6 -	DD/P Operating Division or Staff responsible for the project
1 Copy (Copy #7) -	<div data-bbox="922 1432 1227 1474" style="border: 1px solid black; width: 188px; height: 20px;"></div>

25X1A

(Note: The two copies remaining with the Senior Staff, and one of the three copies for the Operating Division or Staff, will be incorporated with the Project Outline in the three official project folders.)

3. Other Agency offices having legitimate occasional requirements to refer to Administrative Plans may have access to a copy of the Plan from any one of the offices listed in paragraph 2 above.

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4. In those instances where the project involved is to be administered by a Field Station or Base, the Operating Division or Staff responsible for the project will forward a [redacted] version of the Administrative Plan to the Station or Base concerned.

25X1

AUG 19 1957
Date

25X1
[redacted]
for Deputy Director (Plans)

AUG 20 1957
Date

/s/ L.K. WHITE
Deputy Director (Support)

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ROUTING AND RECORD SHEET

NO 3-4717

SUBJECT: (Optional)

FROM: SSA-DD/S
 Room 2004
 L Building

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. *ALP*
DD/P 1046, L

hj

To 1 and 3 -

2.

3. DD/S 125, East

W

4.

5. SSA-DD/S 2004, L

20 Aug.

AMW

A recent submission of an Amendment to an existing Admin. Plan was accompanied by eighty-eight (88) Admin. Plan copies which were to be authenticated and distributed in accordance with the present Admin. Plan distribution pattern. In line with the DD/S's April 1957 request for a further review of this distribution pattern, and in accordance with our discussions regarding the cited case, attached is a proposed new Admin. Plan distribution pattern for your consideration and approval. This pattern represents a considerable reduction in the number of offices which would receive retention copies of Admin. Plans.

Please indicate your agreement by signature on the attached memorandum so that it may be distributed to the appropriate Agency elements.

9.

10.

11.

25X1

12.

for SSA-ID/S

Attachment: Memo for the Record, undated, subj: Distribution of Administrative Plans. (Prepared on Hectograph Master.)

13.

14.

15.